

## BIRTHDATE DISCREPANCY PERS-MEM-12 (CALPERS INITIATED FORM)

### PURPOSE

The CalPERS-MEM-12 is used to certify the correct member birthdate.

### WHEN TO COMPLETE

This form will be sent to your agency if CalPERS discovers a birthdate discrepancy. Whether CalPERS or your agency discovers the discrepancy, please process as follows.

### INSTRUCTIONS

#### ACTIVE MEMBER

- If this is the first time to correct the birth date, process the change by an Employee Action Request (EAR) form.
- However, if this is the second, third, etc. changes please notify CalPERS in writing and include one of the "Acceptable Documents" listed below with the notice.

#### INACTIVE MEMBER

- If the member has separated and finds he or she has provided a birthdate that is incorrect, CalPERS will request the member to provide one of the "Acceptable Documents" listed below.

### ACCEPTABLE DOCUMENTS

The following is the list of acceptable documents, listed in the order of preference, to be used in resolving a birthdate discrepancy. The document submitted must not be altered. It will be returned after the correct birthdate has been established on our records.

1. *BIRTH CERTIFICATE or HOSPITAL BIRTH RECORD* established during the first few years of life. If you tell us the name of the state in which the member was born, we can furnish the address of that State's Bureau of Vital Statistics.
2. *CALIFORNIA DRIVERS LICENSE*
3. *NATURALIZATION/PASSPORT* (U.S. or Canada)
4. *FOREIGN PASSPORT* that includes a valid INS-94 form (Record of arrival and departure).
5. *BORDER CROSSING CARD* with a valid INS-94 form (includes "Mica" and "Laser Visa" border crossing cards).

6. *CHURCH BAPTISMAL, CRADLE or BLESSING RECORD*, which shows a date of birth and was established during the first few years of life.
7. *PRIMARY or SECONDARY SCHOOL RECORDS* showing age at certain year or birthdate. Write to the Superintendent of Schools to request records.
8. *NATURALIZATION, PASSPORT or IMMIGRATION DOCUMENTS*.
9. *RECORDS OF AGE OR BIRTHDATE* which are dated prior to 21st birthday, such as church, fraternal order, insurance, hospital, medical, adoption, guardianship, or newspaper notice of age.
10. *DELAYED BIRTH CERTIFICATE*. If you tell us the name of the state in which the member was born, we can furnish the address of that State's Bureau of Vital Statistics.
11. *CENSUS RECORDS* from federal or state government—preferably first two taken after date of birth. Federal records can be requested on form BC-600. This form will be furnished upon request.
12. *FAMILY BIBLE* in which birthdate was recorded within reasonable period of time after birth.
13. *SOCIAL SECURITY CERTIFICATION* documents which show the date of birth that has been established by the Social Security Administration (contact the Social Security Office where you applied for Social Security benefits).

In the event that none of the above listed documents are available, contact the Actuarial and Employer Services Division in writing.



**Actuarial & Employer Services Division**  
P.O. Box 942709  
Sacramento, CA 94229-2709  
Telecommunications Device for the Deaf - (916) 326-3240  
(916) 326-3420 - FAX (916) 326-3005

Reply to Section 104:

S.S.A.#: \_\_\_\_\_

July 30, 2003

TO: \_\_\_\_\_ Unit: \_\_\_\_\_  
(Employer Code and Name)

RE: \_\_\_\_\_  
(Member/Employee Name)

The birthdate, \_\_\_\_\_, currently shown on our records differs from the birth date originally submitted by your agency.

**It is necessary that we determine the source of this discrepancy. Please review your records and return the completed questionnaire below.**

Corporate Registration Unit  
Actuarial & Employer Services Division

### **EMPLOYER RESPONSE**

The birth date given by this member is: \_\_\_\_\_

REASON FOR DISCREPANCY:

- \_\_\_\_\_ Member has reported more than one birth date, **birth certif. enclosed**.  
\_\_\_\_\_ Agency clerical or typographical error.  
\_\_\_\_\_ Birth Certificate attached - Birth date does not agree with PERS record.

### **EMPLOYER CERTIFICATION**

_____ (Signature of Certifying Officer)	
_____ (Agency Phone #)	_____ (Date)

## **NOTICE OF CHANGE PERS-MEM-155 (CALPERS INITIATED FORM)**

### **PURPOSE**

This form is to inform State Agencies of the following:

1. When the rate of contribution or effective date of membership must be changed or canceled;
2. To notify your agency to correct, through payroll credit procedures, non-members or overtime earnings reported in error;
3. To notify your agency to correct the Account Code/Coverage Group Code and any earnings and contributions reported in error; and
4. To notify your agency when a member has made an election to change their tier.

### **SPECIAL INSTRUCTIONS**

The MEM-155 is prepared by CalPERS. Correct your agency records as instructed on the form.



NOTICE OF CHANGE

Telephone (916) 658-1469  
TDD 326-3240 (Telecommunications for the Deaf - No Voice)

PERS-MEM-155 (Rev. 03/00)

Reply to Section: 841:

Date: mm/dd/yyyy

EMPLOYER Employer Name Agency code, Unit number, Class code, Serial number		EMPLOYEE LASTNAME, FIRSTNAME Social Security Number	
<b>EMPLOYEE RECORD SHOULD READ:</b>		<b>DELETE FROM EMPLOYEE RECORD:</b>	
MEMBER RATE OF CONTRIBUTION      0000	EFFECTIVE DATE      MM/DD/YYYY	MEMBER RATE OF CONTRIBUTION      0500	EFFECTIVE DATE      MM/DD/YYY
SOCIAL SECURITY      YES	COVERAGE GROUP      10112	SOCIAL SECURITY      YES	COVERAGE GROUP      10006
1959 SURVIVOR BENEFIT      NO	ACCOUNT CODE      41	1959 SURVIVOR BENEFIT      NO	ACCOUNT CODE      45
<b>EMPLOYER ACTION:</b>  Member elected Second-Tier coverage prospectively.			
<b>COMMENTS:</b> Any contributions taken after the member's effective date should be refunded to them from the State Controller's Office through the member's employer.			

## RECIPROCITY AND SIMILAR BENEFITS

### FULL RECIPROCITY

“Reciprocity” has been established between the Public Employees’ Retirement System (CalPERS) and a number of public retirement systems in California. The purpose of the reciprocity provisions is to permit movement of employees from public employer to public employer while: (1) preserving, as far as reasonably possible, valuable retirement and related benefit rights; and (2) ensuring that no retirement system will be liable for more than its financial obligation.

There is no transfer of funds or service credit between retirement systems when an employee establishes reciprocity. The employee is a member of both systems and is subject to the membership and benefit obligations and rights of each system, except as they are modified by the reciprocity agreement. Upon retirement, separate retirement allowances are received from each system.

### PUBLIC RETIREMENT SYSTEMS THAT HAVE ESTABLISHED RECIPROCITY WITH CalPERS:

- The following counties maintain retirement systems under the County Employees’ Retirement Law of 1937:

<b>Alameda</b>	<b>Sacramento</b>
<b>Contra Costa</b>	<b>San Bernardino</b>
<b>Fresno</b>	<b>San Diego</b>
<b>Imperial</b>	<b>San Joaquin</b>
<b>Kern</b>	<b>San Mateo</b>
<b>Los Angeles</b>	<b>Santa Barbara</b>
<b>Marin</b>	<b>Sonoma</b>
<b>Mendocino</b>	<b>Stanislaus</b>
<b>Merced</b>	<b>Tulare</b>
<b>Orange</b>	<b>Ventura</b>

- California public agency retirement systems of:

**California Administrative Services Authority**  
**City of Pasadena Fire and Police Retirement System**  
**Concord, City of**  
**Contra Costa Water District**

**Costa Mesa, City of (safety employees only)**  
**East Bay Municipal Utility District**  
**East Bay Regional Park Dist. (safety employees only)**  
**Fresno, City of**  
**Oakland, City of (miscellaneous employees only)**  
**Long Beach Schools Business Management Authority**  
**Los Angeles, City of**  
**Los Angeles County Metropolitan Transportation Authority (formerly Southern California Rapid Transit District)**  
**Sacramento, City of**  
**San Clemente, City of (miscellaneous employees only)**  
**San Diego, City of**  
**San Francisco, City and County of**  
**San Jose, City of**  
**San Luis Obispo, County of**

- The University of California Retirement System (UCRS). (Note: Service rendered prior to October 1, 1963 was covered by CalPERS.)

NOTE: With the exception of the University of California Retirement System, all of the retirement systems noted above also have reciprocity with each other as a result of their having established reciprocity with CalPERS.

## **RECIPROCITY AND SIMILAR BENEFITS**

### **CONDITIONS FOR ACQUIRING THE BENEFITS OF FULL RECIPROCITY**

Where CalPERS rights and benefits are involved, CalPERS will recognize reciprocity upon movement between reciprocal retirement systems if the following requirements are met:

1. The employee voluntarily elects reciprocity and continues in membership in CalPERS by leaving his or her contributions (if any) on deposit; and
2. The employee enters into employment in which he or she becomes a member of the reciprocal retirement system within six months of discontinuance of employment as a member of CalPERS.

Eligibility for reciprocity is determined by the retirement laws in effect at the time of movement between employers and retirement systems. The information contained here expresses current CalPERS law.

## RIGHTS AND BENEFITS WITH FULL RECIPROCITY

Eligibility for reciprocity is determined by the retirement laws in effect at the time of movement between employers and retirement systems. The information contained here expresses current CalPERS law.

1. *Final Compensation:* Use highest compensation earnable under both systems in computing final compensation if retirement from both systems is concurrent.
2. *Qualification for Benefits:* Service in the other system may be used to meet minimum service requirements for benefits.
3. *Disability Retirement:* Retirement for disability is on the basis of retirement for disability in the other system. The amount paid, however, may not exceed the difference between the amount which would be paid by the other system if all of the member's CalPERS service were under that system, and the amount actually paid under the other system, but not less than an annuity which is the actuarial equivalent of the member's contributions. When retirement under the other system is for disability arising out of and in the course of employment under the other system, CalPERS pays an annuity which is the actuarial equivalent of the member's contributions.
4. *Death Benefits:* Continuous liability for the basic and special death benefits while the member is in employment as a member of the other system. The amount paid, however, may not exceed that amount which, when added to the death benefit paid by the other system, exceeds the maximum payable under that system.
5. *Membership Rate Age:* Use earlier age at entry into the other system in determining member contribution rate for a variable rate formula, if contributions were never withdrawn from the other system. Miscellaneous members and most safety members in CalPERS have retirement formulas with a fixed rate of contribution and are not affected by their age at entry into the other system.

The benefits of reciprocity apply only to a member whose termination and entry into employment resulting in a change in membership from CalPERS to another system or from another system to CalPERS occurred after the effective date that reciprocity was established between the two systems. However, the provision relating to the highest final compensation will apply to any other member if the provision would have applied had the termination and entry into employment occurred after the effective date that reciprocity was established.

Members who believe this provision might apply to their situation should contact the retirement system from which the movement occurred for additional information. They should also complete the "Notification of Change in Retirement System" form in the ["When You Change Retirement Systems" booklet \(PERS-PUB-16\)](#).

For more information on reciprocity, contact the Member Services Division, at 1-800-352-2238.

## CALPERS BENEFITS ARISING FROM MOVEMENT TO CERTAIN NON-RECIPROCAL PUBLIC RETIREMENT SYSTEMS

### Final Compensation

The Public Employees' Retirement Law (PERL) provides that the compensation earnable during any period of service as a member of the following retirement systems will be considered as compensation earnable as a member of CalPERS for purposes of computing final compensation, if the member retires concurrently from both systems:

[State Teachers' Retirement System \(STRS\)](#)

[Legislators' Retirement System \(LRS\)](#)

[Judges' Retirement System \(JRS\)](#)

[Judges' Retirement System II](#)

There is no reciprocal agreements established between these systems and CalPERS. Only STRS has a similar provision for the use of highest final compensation in its retirement law.

The PERL also provides that the average salary during any period of service as a member of [University California Retirement System \(UCRS\)](#) will be considered as compensation earnable as a member of CalPERS for purposes of computing final compensation, provided the member retires concurrently from both systems. UCRS regulations do not have a similar provision except when reciprocity applies.

### Redeposit Rights

A member of a reciprocal retirement system, or STRS, LRS, or JRS, may redeposit in CalPERS previously withdrawn CalPERS contributions in order to reestablish service credit in this system. No reciprocity benefits accrue to a member of a reciprocal retirement system who redeposits in CalPERS unless the member's earlier movement from CalPERS to the reciprocal system satisfied the time interval stipulated in the PERL.

The right to redeposit contributions is not one of the uniform reciprocal provisions; it varies among the different public retirement systems. Contact the particular retirement system to learn of its policy regarding redepositing.

### Restriction

A member's CalPERS contributions may not be withdrawn while the member is in active

employment as a member of a reciprocal system or STRS, LRS, or JRS.

### Procedures for Establishing Reciprocity

If the conditions for acquiring reciprocity are satisfied, reciprocity can be established by completing the "Notification of Change in Retirement System" form in the ["When You Change Retirement Systems" booklet \(PERS-PUB-16\)](#).

Direct requests or inquiries to:

California Public Employees'  
Retirement System  
Member Services Division  
Member Election Unit, Section 841  
P.O. Box 942704  
Sacramento, CA 94229-2704

Persons retiring from another reciprocal system, STRS, LRS, or JRS who are inactive members of CalPERS, should note on their CalPERS retirement application their association with the other system, and retire concurrently, in order to obtain the benefit of the highest final compensation for computing their allowance under CalPERS.

### General Comments

CalPERS is governed by the Public Employees' Retirement Law (Government Code section 20000, et seq.); it is the basis of all of our decisions. The information presented here is general and every effort has been made to present it clearly and accurately. The retirement law is sometimes complex and subject to change. When there is a conflict, any decision will be based on the law.

CalPERS' authority extends only to applying and implementing the Public Employees' Retirement Law; it does not extend to applying and implementing the laws or regulations under which other public retirement systems are administered. Questions relating to rights, benefits and obligations under any of the other public retirement systems should be addressed directly to the appropriate system.



## SERVICE CREDIT PURCHASE OPTIONS

### REDEPOSITS

Members of this System have the right to redeposit contributions previously withdrawn from CalPERS. The redeposit of contributions restores service credit for previous employment. The member must redeposit the amount withdrawn, plus a sum equal to the interest, which would have accrued, had the member's funds been left on deposit. Interest will be charged from the first of the month following the date of withdrawal to the date of final payment. Payments may be made in one lump sum or by installment payments, or by a combination of an initial partial lump sum payment and the balance by installment payments. To receive this credit, a member's request must be filed with CalPERS before his/her retirement is effective (Government Code sections 20750 and 20752).

A member, whose ex-spouse received a portion from the member's account as part of a community property judgment or settlement AND took a refund of the contributions, can redeposit those funds in CalPERS.

**To receive this credit, a member's request must be filed with CalPERS before his/her retirement is effective (Government Code sections 21020 and 21028).**

### SERVICE PRIOR TO MEMBERSHIP

"Service prior to membership" (SPM) is service rendered after the date of contract between a public agency, State or School District and the System, but before the employee entered CalPERS membership. Election to contribute for SPM will result in additional service credit. Persons who were employed under the following conditions are eligible for service prior to membership:

1. Those who worked the six months membership qualification period prior to July 18, 1961.
2. Those who worked the part-month membership qualification period between July 18, 1961 and October 1, 1963.
3. Those employed less than 87 hours per month or less than an average of 20 hours per week prior to becoming a member.

4. Those formerly employed in temporary or seasonal employment in which they were excluded from membership under Government Code section 20305.
5. Those optional elective officers, Governor appointees and Legislative employees who are excluded because of their failure to exercise their right of election of membership under Government Code sections 20320, 20322, 20324, or 21021 and are no longer working in an "optional" position. If still in an "optional" position, refer to the *"Optional" Members of CalPERS* section.

**To receive this credit, a member's request must be filed with CalPERS before his/her retirement is effective (Government Code sections 21020 and 21028).**

### VERIFICATION OF SERVICE PRIOR TO MEMBERSHIP

When a member requests to purchase Service Prior to Membership they are provided with a "Request for Service Credit Cost Information Service Prior to Membership" form PERS-MSD-370. On this form they indicate the prior employer information including the period of employment and hours or time base worked per month. If this employment is with the State or with a California State University this is sent to CalPERS for processing. If this employment is with a Public Agency or County School, this form is then sent to that employer for certification. If the employer does not agree with the information provided by the member, the employer is asked to complete Section B on the reverse of the form with detailed employment information.

### PUBLIC SERVICE AND LEAVES OF ABSENCE

There are certain conditions in which some leaves of absence and some public employment may be creditable under CalPERS. Questions on these types of service credit should be referred to CalPERS by following the instructions noted in the "Inquiries Section". To receive this credit, a member's written request must be filed with CalPERS before his/her retirement is effective.

## SERVICE CREDIT PURCHASE OPTIONS

### CREDIT FOR ABSENCE FROM EMPLOYMENT FOR MILITARY SERVICE

Government Code sections 20990 through 20998 provide that a member's absence from employment for military service may be eligible to receive credit for the absence at employer cost. To be eligible for this service credit the member must have:

1. Been in the employment of a CalPERS covered agency prior to entering military service.
2. Been granted a military leave or have resigned from employment for the purpose of entering active duty in the armed forces.
3. Entered active duty within 90 days after leaving agency employment.
4. Returned to employment with the same agency, the State, or another agency contracting with CalPERS within six months after discharge from active duty. If the member did not return to employment within six months after discharge, they may be eligible to purchase this service credit.

**NOTE:** To determine eligibility, a copy of the discharge or other document (such as DD214) indicating the beginning and ending dates of active duty must be submitted to the system.

A copy of the discharge document can be obtained from the National Personnel Records Center, Military Personnel Records, 9700 Page Avenue, St. Louis, MO, 63132-5100. The member can also complete and mail in the Standard Form 180, available on their web site at [www.nara.gov/regional/mprs180.html](http://www.nara.gov/regional/mprs180.html).

### CREDIT FOR MILITARY SERVICE PRIOR TO EMPLOYMENT

Government Code section 21029 provides that State employees and retirees may be eligible to receive credit for their military service. To be eligible the member or retiree must:

1. Currently be employed with or retired directly (within 120 days of separation) from the State employment.
2. Must have a minimum of one year of CalPERS service and one year of military service. Service is granted on a basis of one year of military service credit for each year of credited CalPERS service credit, not to exceed four years.
3. Make election to purchase the service credit.
4. In addition, State retirees must have retired on or after December 31, 1981.

The cost for the military service is based on current payrate, the amount needed to fund the benefit, and how much military service credit to purchase. State members can use the on-line Service Credit Cost Estimator on the CalPERS web site at [www.calpers.ca.gov](http://www.calpers.ca.gov) to get an estimate of this cost.

### PEACE CORPS, AMERICORPS VISTA AND AMERICORPS

A member may be eligible to purchase credit for up to three years of service in the Peace Corps, AmeriCorps VISTA (Volunteers In Service To America) or AmeriCorps. The member must be able to provide CalPERS with documentation certifying their dates of service. If the member does not have a certification letter, one may be requested from:

#### Peace Corps

Attn.: Certifying Officer  
Volunteer & Staff Payroll Services Division  
1111 20th Street, NW  
Washington, DC 20526

#### AmeriCorps Vista

Attn.: CNCS/AmeriCorps Vista Certifying Officer  
1201 New York Avenue, NW  
Washington, DC 20525

For all other AmeriCorps service, the member needs to contact the program they worked for to request a certification letter.

## SERVICE CREDIT PURCHASE OPTIONS

### CONTRACT EXCLUSIONS

If the requested employment is excluded by the employer's CalPERS contract, the purchase of this service credit is not possible. If the exclusion was removed or superseded by law after the employment was rendered, service credit rights would depend on the Government Code provisions under which the exclusion was removed.

### PAYMENT METHODS

A member may elect, at any time prior to retirement, to make contributions for redeposit or other types of eligible service credit. If a member elects a cash lump-sum payment, no notification will be sent to the employer.

If a member files with the System an election to redeposit or contribute for service prior to membership or other "public service" by installment payments, the System will certify and approve the election and send the agency an authorization for payroll deductions. **No deductions should be made until the authorizing MEM-823A is received.** The agency must apply the payroll adjustments authorized after the effective date and continue until payments are completed or employee separates from employment. The member should contact CalPERS for information on continuing payments after separation, unless a refund of all contributions is requested.

At retirement, any unpaid balance may be paid by lump sum or may be continued as a deduction from the retirement allowance (Government Code section 20776).

### INQUIRES

The member may obtain cost information concerning redeposit, service prior to membership, or other "public service" by completing the appropriate form. The forms can be obtained from the "Guide to your CalPERS Service Credit Purchase Options" (PERS-PUB-12) or from the CalPERS website at [www.calpers.ca.gov](http://www.calpers.ca.gov). The following is a list of the forms:

- Redeposit – PERS-MSD-368
- Military Service – PERS-MSD-369
- Service Prior to Membership –  
PERS-MSD-370
- Leave of Absence – PERS-MSD-371
- Prior Service – PERS-MSD-372
- Peace Corps/AmeriCorps – PERS-MSD-373

### COST ESTIMATE

Members can use the on-line Service Credit Cost Estimator on the CalPERS website ([www.CalPERS.ca.gov](http://www.CalPERS.ca.gov)) to get an estimate of the cost of purchasing the following types of service credit:

- Redeposit Service.
- Service Prior to Membership
- Military Service Credit (State and School Members Only)
- Maternity/Paternity Leave of Absence (State and School Members Only)
- Peace Corp/Vista Service (State and School Members Only)

## **AUTHORIZATION FOR CONTRIBUTION AND/OR RATE ADJUSTMENT PERS-MEM-823A (CALPERS INITIATED FORM)**

### **PURPOSE**

To certify the amount of contributions due from the employee for arrears, service prior to membership, redeposit, military service credit, partially compensated leave of absence, or other instances when payment is due from the member.

### **SPECIAL INSTRUCTIONS**

1. The MEM-823A is prepared by CalPERS. It authorizes your agency to make an extra deduction each service period for contributions due CalPERS from the member. Report the payment as a separate line entry on your payroll listing, using a Contribution Code 04 or 14. If the member has more than one payment with the same contribution code (04 or 14), payments can be reported together or separately. If the payments have a different contribution code (04 or 14), the payments need to be reported separately. If the member elects additional service credit all payments are to be taken concurrently, unless notified by CalPERS.
2. The amount of the payment is in addition to the normal contributions being reported each pay period.
3. Do not apply the changes in contribution rate and/or extra deductions prior to the effective date shown on the MEM-823A. Do not change payment amount, number of payments, or payroll reporting type without contacting CalPERS.
4. Contribution Code 04 and 14 deductions must not be reported unless authorized by a form MEM-823A.
5. It is the agency's responsibility to take only the number of Code 04 or 14 deductions authorized. CalPERS will not notify you to stop deductions. If the payments exceed the original schedule, the agency will be responsible for backing-out the overpayment(s) to CalPERS and refunding the member.
6. It is not necessary to return a copy of the MEM-823A to CalPERS to indicate deductions are being taken.
7. If a member pays the lump sum, a notification will be sent requesting the deductions be stopped with a specific pay period. It is the agency's responsibility to stop the deduction as of the specified pay period. If the member leaves employment at your agency, contact CalPERS immediately.

## MEM-823A

ITEM	INFORMATION
Employer Code	A four-digit code assigned to your agency by CalPERS.
Employer	Your agency's name.
Agency Unit Code	A three-digit code used for identification of different school districts.
Mailing Date	The form was processed and mailed on this date.
Social Security Number	Member's social security number.
Member Name	Self-explanatory.
Coverage Group	The Coverage Group Code is assigned to identify a specific group of employees within your agency by type of retirement coverage. Report the Code 04 or 14 deduction with the Coverage Group Code specified.
Effective Date	Begin payroll deduction for pay period beginning on this date. Do not begin taking deductions prior to this date.
Contribution Type	CalPERS will enter the reason for authorization to deduct contributions.
Contribution Code	Report the deduction as a Code 04 or 14. The deduction must appear as a separate entry.
Number of Payments	This is the total number of payments to be deducted.
Payment Amount	This is the payment amount due from the member each pay period. This amount cannot be changed without authorization from CalPERS.
Payroll Type	<p>Reporting Frequency:</p> <ul style="list-style-type: none"> <li>Monthly</li> <li>Semi-monthly</li> <li>Bi-weekly</li> <li>Quadri-weekly</li> </ul> <p>If the payroll reporting type changes, notify CalPERS so a new payment schedule can be recalculated.</p>

## REFUND OF MEMBER CONTRIBUTIONS

### MEMBER REFUND: ON LINE NOTIFICATION VIA THE PIMS SYSTEM

Upon receipt of notice of an employee's permanent separation from CalPERS covered employment through on-line notification via the PIMS system the following will occur:

- If a separation **only** is entered from the [STD-687](#), CalPERS will send a letter of instruction, including election forms, directly to the member's home address. It is important that the person's most recent address is submitted when the separation is entered via the PIMS system.  
Should the member prefer to leave their funds in CalPERS, they need not respond. Their contributions will continue to earn interest at the current rate. If the member is eligible for retirement (First-Tier members age 50 or older with at least 5 years of service credit or Second-Tier members age 55 or older with at least 10 years of service credit) **and** he or she separates from employment, the letter sent by CalPERS will inform them of their right to immediately apply for a monthly retirement allowance.
- If a separation **and refund request** (E02) is entered into PIMS from the [STD-687](#), and the member wishes to have the taxable portion rolled over into an Individual Retirement Account (IRA), the refund will not be issued until a valid "PERS Direct Rollover Election" form ([STD-687](#)) is received by CalPERS. If a rollover is not requested, the refund will be issued. It is important that the person's most recent address is submitted when the separation and refund is entered via the PIMS system. A spouse's signature is required on the refund election if the member is married. If the member is not married, completion of the BAS-800 (Justification of Non-Signature of Spouse) is required. It is the employer's responsibility to retain a copy of the entire [STD-687](#) and the BAS-800 for future reference should any legal action be taken.

### MEMBER REFUND: NOTIFICATION ON AESD-1

Upon receipt of notice of an employee's permanent separation from CalPERS covered employment on the [AESD-1](#) form, a letter of instruction, including election forms, will be sent by CalPERS directly to the member.

- Should the member prefer to leave their funds in CalPERS, they need not respond. Their contributions will continue to earn interest at the current rate. If the member is eligible for retirement (First-Tier members age 50 or older with at least 5 years of service credit or Second-Tier members age 55 or older with at least 10 years of service credit) **and** he or she separates from employment, the letter sent by CalPERS will inform them of their right to immediately apply for a monthly retirement allowance.
- Should the member prefer a refund of contributions, the member will need to return the election form directly to the Refunds Section of CalPERS. Since the election information will be sent directly to the member's home address, it is important that CalPERS has the person's most recent address submitted on the [AESD-1](#) form.

**NOTE:** Due to the passage of AB 813, effective January 1, 2000, a member who is on an extended leave without pay or on a military leave **MAY NO LONGER** receive a refund of their CalPERS retirement contributions. These types of refunds are considered "in service distributions" which are not allowed by the Internal Revenue Code.